

HUMAN RESOURCES MANAGER

DEFINITION

To plan and supervise the human resources function including the development and implementation of recruitment, selection, safety, training, employee relations and classification programs to attract, employ, and retain highly qualified employees; to enhance job performance and employee development, create and maintain a safe working environment, and establish and nurture a positive employee relations environment; and to protect the city's resources and reduce exposure to risk.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures, practices, rules and memorandum of understanding relating to employment, employee relations, and personnel management; various statistical data and reference manuals; telephones; computer keyboard; and word processing, spreadsheet, data base and other computer software.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays), and stamina associated with attendance at evening meetings following a normal workday. The work requires the ability to bend and reach, as well as the physical ability and dexterity to operate a variety of business machines.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Director of Finance. Supervision received is characterized by general administrative support and guidance. Exercises independence in developing and meeting program goals and objectives. Directly trains and supervises team members who, in turn, exercise some independence in their assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Directs, assigns, evaluates, trains and supervises work of assigned technical and clerical staff.
2. Plans, organizes, supervises and performs administrative duties relating to recruitment

and testing, classification, compensation, employee benefits, training, equal opportunity reporting and affirmative action; supervises the establishment and maintenance of personnel files.

3. Confers with management personnel and other employees on a variety of personnel issues including performance evaluation, discipline, grievance procedures, interpretation of personnel policies, rules and procedures, and related matters.
4. Plans and performs administrative work related to employee benefits programs that include Workers' Compensation, retirement, deferred compensation, long-term disability, health, dental, life, safety and employee assistance.
5. Reviews, interprets and recommends changes and additions to the City personnel rules, regulations, policies and procedures.
6. Prepares labor relations materials, and participates in meet and confer sessions.
7. Performs research and analysis, conducts studies and prepares recommendations on a variety of issues affecting the human resource division.
8. Designs in-house workshops as required, including coordination of workshop content with subject matter experts. Facilitates and presents in-house training workshops as required.
9. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Principles and methods of human resources management; working knowledge of classification and job analysis; recruitment; interviewing and personnel selection, test construction and administration; employee relations; supervision; insurance principles and practices; Workers' Compensation laws of California; public retirement systems; of applicable Federal, State and local laws and regulations; analytical and statistical methods, modern office methods and procedures.

Ability to

Perform varied and responsible assignments involving the use of initiative and independent judgement under minimum supervision; provide supervisory direction and coordinate the work of others; perform and coordinate activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues; make accurate analyses and evaluations of data; understand, interpret, and appropriately apply rules, regulations, standards, and procedures; develop policies and present proposals for major policy changes; summarize facts and opinions concisely and accurately; communicate effectively orally and in writing; establish and maintain cooperative and effective relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience, education, and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of professional experience in human resources, at least two of which are in a senior, lead or supervisory capacity. Some public agency experience is desired.

Education

Possession of a Bachelor's degree in Public or Business Administration, Industrial Relations, Psychology, Human Resources, or related curriculum.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.

ALLOCATION FACTOR/DISTINCTION

Management position.

